

**JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
P.O. Box 8111
Madison, WI 53708-8111**

**Army National Guard Active Guard Reserve (AGR)
ANNOUNCEMENT AR 04-163**

OPENING DATE: 22 November 2004

CLOSING DATE: 6 December 2004

<i>APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS (1600 HOURS)</i>
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POSITION: Pers Info Sys Mgmt SGT

UNIT/LOCATION: JFHQ-WI, G1, Madison, Wisconsin

OPEN TO MALE AND FEMALE SOLDIERS

MILITARY REQUIREMENTS (MOS): Must be qualified or able to qualify in **42F**

AREA OF CONSIDERATION: Any current member of the WIARNG or individual eligible for enlistment in the Wisconsin Army National Guard.

SALARY RANGE: Pay and allowance commensurate with military rank.

MINIMUM ALLOWABLE GRADE: PFC/E-3

MAXIMUM GRADE AUTHORIZED: SGT/E-5

MINIMUM QUALIFICATION REQUIREMENTS

1. It is desirable that applicants have served a minimum of two years in the National Guard within the last six years.
2. Applicants must meet physical standards established in AR 40-501, Chap 3 and AR 600-9.
3. Must be able to complete a 3-year initial tour of active duty before:
 - (a) Completing 18 years of active service or
 - (b) The date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.
4. Separation from the military service for cause constitutes ineligibility.
5. Voluntary separation for one or more days from the AGR program results in ineligibility to reenter the AGR program for one year from the date of separation (waiverable).
6. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.
7. Applicants selected for positions are subject to a background investigation and/or police record checks prior to being ordered to AGR status.
8. Applicants must not be subject to flagging action when ordered to AGR status.

ADDITIONAL INFORMATION

1. Individual selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the Adjutant General.
2. Individuals entering the AGR program are required to enroll in the Army Sure-Pay Program (direct deposit).
3. Normally the selected individual will be stabilized in the position for the first 18 months of the tour.
4. Applicants participating in the Selective Reserve Incentive Program (SRIP) may be terminated from SRIP upon entry in the AGR program. Review the SRIP addendum to enlistment contract for termination rules.

BRIEF DESCRIPTION OF DUTIES

Will serve as SIDPERS Analyst. Receive and distribute transmittal letters (batches). Process all types of SIDPERS transaction mnemonics. Review/Verify/correct pay mismatch reports. Work with the WI-DAMPRE program. Assist with the automated advancement program. Manage the state unit manning report (UMR). Process weekly/monthly strength reports and INTRANET posting. Retirement points Accounting Management duties. Incumbent may also be required to perform a wide variety of military enlisted personnel administrative actions in several different job assignments within the G1 Directorate. Applicants must possess the ability to plan, organize, research, and analyze personnel data. Process tasks as assigned with the ability to speak and write effectively. Type correspondence and forms in draft and final copy. May be administratively responsible for medical readiness programs (i.e. physical examinations, profiles, immunizations, medical boards) to include program quality assurance, budgets, training and education. May be responsible to coordinate, manage, and implement all phases of the Military Funeral Honors (MFH) Program. May be responsible for specific functions for unit support, personnel management records, personnel actions, strength management and legal support activities. May be required to monitor the OER system. Manage, implement, and coordinate within all commands, separate units, National Guard Bureau, ARPERSCOM, Headquarters State Area Command and Permanent Electronic Records Management System (PERMS). Other duties as assigned. Position requires non-regular duty hours.

The following qualifications are mandatory for entry into this MOS:

A physical demands rating of moderately heavy.

PULHES score of **323222**

A minimum score of **105** in aptitude area **CL** in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

A minimum score of **103** in aptitude area **CL** on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

A minimum score of **101** in aptitude area **CL** on ASVAB tests administered on and after 1 July 2004.

HOW TO APPLY

1. Submit a **signed and current dated**, NGB Form 34-1, with a cover letter indicating the military vacancy announcement number (Copies of NGB 34-1 or faxed copies will not be reviewed). Do not submit application packets in three-ring binders.
2. All applicants must submit the following documents (the NGB 34-1 and the DMA Form 181 can be found at: <http://dma.wi.gov>, "Department Operations", "Career Opportunities". "Federal Active Guard Reserve", "AGR Application Forms"):
 - Cover letter
 - NGB Form 34-1, (Application for AGR Position), dated Oct 2002
 - DMA Form 181, (Race and National Origin Identification) dated 1 Jul 1998
 - A certified copy of DA Form 2-1, (Personnel Qualification Record), **with ASVAB scores listed**.
 - Either a copy of last three NCO-ER's (**all pages, front and back**) (E-5 and above) or a letter of recommendation (new E-5 and below).
 - Copies of **ALL** DD Form 214 (Certificate of Release or Discharge from Active Duty), (not required for on-board AGR personnel).

- Submit a statement (separate of DA 705) of **current** height, weight and if applicable, body fat measurement **signed by unit Readiness NCO, First Sergeant, or Commander.**
- A Copy of DA Form 705, (Army Physical Fitness Test Scorecard).
- Copy of current (done within the past 5 years) physical, DD 2807-1, (Report of Medical History) & DD 2808, (Report of Medical History) (**all pages**), **including PULHES scores. If PULHES is P3 or P4 please provide MMRB results.**
- **Comments on specific qualification requirements** named in this announcement, if applicable, will be included in a separate attachment to the NGB Form 34-1.
- **A statement explaining the absence of these documents must be included in the cover letter.**

NOTE: Members of the Wisconsin Army National Guard are encouraged to contact their unit Readiness NCO to obtain the documents needed.

3. Forward application to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-MS-MD (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Applications must be mailed at applicants' own expense (next day mail suggested). Individuals may call before job-closing date to ensure the application was received. HR will not review the application before the closing date. The applicant is responsible to ensure that application and all required supporting material are complete. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

FAXED APPLICATIONS WILL NOT BE ACCEPTED.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail fedhrfeedback@wi.ngb.army.mil